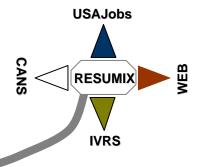
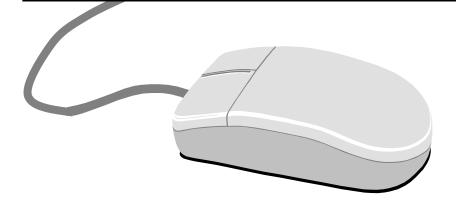
RESUMIX/OPM USAJobs

User's

Posting Vacancy Announcements





June 2004

HQ, Air Force Personnel Center Directorate of Civilian Personnel Operations AFPC/DPCXT

Table of Contents

Ch	apter 1	SENDING THE RPA TO RESUMIX	1-1
Chapter 2		CREATING THE RESUMIX AND OPM ANNOUNCEMENT	
J	apto: 2	Logging onto Resumix Select an Existing Requisition	2-1 2-2
		Resumix Data Fields	2-2
		Requisition Naming Convention	2-4
		Building a Requisition	2-5
		A. Detail Tab Administration B. Detail Tab – Job	
		C. Additional Job Tab Information	
		D. Custom Tab General	
		E. Custom Tab – Geo Location Req	
		F. Custom Tab - Conditions of Job	
		G. Custom Tab- Other Vacancy InformationH. Saving the Requisition	
Chapter 3 E-MAIL SETUP/OPM TEMPLATE ("A" MESSAGE)			
Cn	apter 3	Email Setup	3-1
		OPM Vacancy Announcement Email Template	3-2
Ch	apter 4	EDIT, CANCEL, EXTEND OR MODIFY AN OPM VACANCY ANNOUNCEMENT Option 1 - Deleting an OPM Job Announcement (OPM Vacancy	4-1
		Announcement Template)	4-1
		Option 2 - Changing an OPM Job Announcement (OPM Vacancy	4-2
		Announcement Template)	
		Option 3 - Editing, Canceling, Extending or Modifying an OPM Vacancy Announcement - using alternate method (USAJOBS website Employer	4-3
		Services)	
Appendices			
Α	Sample	of Air Force Personnel Center (AFPC) Vacancy Announcement	A-1
В	OPM/US	SA Jobs Vacancy Announcements-GS/WG – SAMPLES	B-1
С	Alternat	ive Process for Posting OPM/USAJobs Vacancy Announcements	C-1
D	ALTERNATIVE RECRUITMENT SOURCES		
	A – DoD-wide Vacancy Announcement		
		nily Support Centers (FSCs)) Ieral Careers Opportunity Guide	
		nouncing Jobs Outside of RESUMIX	
		rnative Recruitment Partners	D-1
Е	AFPC Geographic Location Codes		E-1
F	RESUMIX – JOB CONDITION CODES		F-1
G	AREA OF CONSIDERATION CODES		G-1
Н	BASIS OF RATING CODES		H-1
I	EEO STATEMENT CODE		I-1
J	HOW TO APPLY CODES		J-1
K	OPM JOB CONDITIONS CODES		K-1
L	OTHER INFORMATION CODES		L-1
М	PAY, BI	ENEFITS AND WORK SCHEDULE CODES	M-1
N	OPM G	FOGRAPHIC LOCATIONS	N-1